

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 2420

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Agency Maryland Department of the Environment Division/Unit
Technical and Regulatory Services Administration/ Environmental Restoration and Protection Program

Item No.	Description	Retention
1.	<p>Total Maximum Daily Load (TMDL) Guidance Document</p> <p>This is an electronic version that can be updated in the future. It also contains an electronic version of a template for a local "Total Maximum Daily Load (TMDL) Implementation Framework" document.</p>	Retain until updated, then delete or destroy outdated information.

Scheduled Approved by Department, Agency, or Division Representative

Date

Signature

Typed Name Deanna Miles-Brown

Title Coordinator

Schedule Authorized by State Archivist

Date

Signature

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY Page 1 Of 1	
1. DEPARTMENT/AGENCY Environment		2. DIVISION Technical and Regulatory Services Adm.		3. UNIT Environmental Restoration and Protection Program	
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORDS SERIES TITLE Maryland's 2006 Total Maximum Daily Load (TMDL) Implementation Guidance for Local Governments				5. EARLIEST YEAR / LATEST YEAR 2006 TO 2006	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). This is an electronic version that can be updated in the future. It also contains an electronic version of a template for a local "Total Maximum Daily Load (TMDL) Implementation Framework" document.					
7. RECORD SERIES FORMAT(S) Letter Size Microfilm Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (Specify Compact Disk		8. RECORD SERIES SEQUENCE Alphabetical Numerical Chronological Geographical Other (Specify N/A		9. VOLUME File Drawer(s) Microfilm Reel(s) Computer Tape(s) _____ Number Other (Specify)	
11. FILE IS USED Daily Weekly Monthly N/A		12. FILE BECOMES INACTIVE AFTER _____ Number Month(s) Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 1800 Washington Blvd., 5 th Floor		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes MDE web page No			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regulations Yes X No		16. AUDIT REQUIREMENTS X None State Federal Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes X No		RECOMMENDED RETENTION Retain until updated, then delete or destroy outdated information.			
19. NAME AND TITLE OF PREPARER Jim George, Program Manager		20. TELEPHONE NUMBER 410 537 3579		21. DATE 10/13/2006	